Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Financial Management Forms Workbook (FMFW)
Help Sheet – Non Macro

HOW TO SUBMIT A REIMBURSEMENT/ADVANCE REQUEST

First Reimbursement/Advance Request:

1. Open the FMFW.

2. Click on the most up-to-date "**Project Ledger.**"

3. Copy the "**Project Ledger**" and rename the new Reimbursement or Advance request (for example: Reimb1, Advance1, etc.). Place the copy in front of the Planning tab.

4. On the newly created **Project Ledger,** enter the Date, Request #, and Expenditure Period.

5. Enter the amount requesting into "**Amount This Request**" column for the specific project(s). The "Total Approved," "Remaining Balance," and "Percentage Expended" sections contain formulas and will automatically populate.

6. If applicable, enter the Match amount.

7. Review for accuracy. **IMPORTANT**: Steps 2-7 must be completed individually for each tab (Planning, Organization, Equipment, Training, Exercise, M&A, Indirect Costs, Consultant/Contractor, Personnel, and Match).

8. Email the request to Program Representative for review.

9. If the request is approved by Program Representative, click on the "**Auth. Agent**" tab. Either select from the drop-down list or type "**Reimbursement Request**" or "**Advance**" in the field that indicates "This request is for an/a."

10. Enter the Expenditure Period, "REIMB or MOD Request #," and "Amount This Request." Provide Printed Name and Title, Date, and original Signature of Authorized Agent.

11. Mail request to Cal OES (refer to the **Instructions** tab for mailing address).

Second and Subsequent Reimbursement/Advance Request:

1. Copy the "Reimb1" or "Advance1" tab.

2. Rename the copied tab to "Reimb2" or "Advance2."

3. Copy the amount of "Total Approved" from "Reimb1" and enter into "Amount Approved Previous" of "Reimb2."

4. Clear the "Amount This Request" section in the "Reimb2" request.

5. Enter the amount for the current request.

6. Steps 1-5 must be completed individually for each tab (Planning, Organization, Equipment, Training, Exercise, M&A, Indirect Costs, Consultant/Contractor, Personnel, and Match).

7. Repeat above steps for subsequent Reimbursement/Advance Requests.

HOW TO SUBMIT A MODIFICATION REQUEST

1. Open the FMFW.

2. Start with the latest working **Project Ledger.**

3. Copy the **Project Ledger** and place in front of the Planning tab.

4. Rename the copied Project Ledger to reflect the new Modification request (for example: Mod1 or Mod#1).

5. Red strikethrough the row to delete or modify.

6. Blue strikethrough for new texts.

7. Review for accuracy. **IMPORTANT**: Steps 2-7 must be completed individually for each tab (Planning, Organization, Equipment, Training, Exercise, M&A, Indirect Costs, Consultant/Contractor, personnel, and Match).

8. Email the Modification request to Program Representative for review.

9. If Modification request is approved by Program Representative, an approved Modification request will be emailed back to subrecipient.

10. Click on the "**Auth. Agent**" tab. Type "Modification" in the field that indicates "This request is for an/a."

11. Enter the "REIMB or MOD Request #." Provide Printed Name and Title, Date, and original Signature of Authorized Agent.

12. Mail the original Modification, the approved Modification, and the signed Authorized Agent page to Cal OES (refer to the Instructions tab for mailing address).

13. Use the latest approved Modification as a basis for subsequent Reimbursement, Advance, or Modification requests.